



## ANNUAL PERFORMANCE MANAGEMENT PROCESS PLAN 2016/17

QUARTERLY ACTIVITY PLAN							
	ACTIVITY	RESPONSIBLE	SUBMISSION/TABLING DATE	SUBMISSION			
				Quarter One	Quarter Two	Quarter Three	Quarter Four
01.	Issuing of Reporting Template	PMS Office	N/A	30 /09/16	06/01/2017	31/03/2017	7/07/2017
02.	Submission of Quarterly Performance Report and POE to PMS office	All Directors		6/ 10/2016	12/01/2017	06/04/2017	13/07/2017
03.	Evaluation of Performance information	PMS Unit	N/A	07/10/16	13/06/2017	8/04/2017	17-19/2017

04.	Audit of the Performance Information	Internal Audit Unit		10-12/09/2016	16-18/01/2017	10-12/04/2016	
05.	Draft Quarterly Performance report presented to SMT/Mayoral Committee	PMS Unit		11/09/2016	<b>DATE TO BE DETERMINED</b>	11/04/2017	<b>DATE TO BE DETERMINED</b>
06	Tabling of the Quarter Performance Report to Council	Acting MM		26/10/2016	25/01/2017	26/04/2017	<b>DATE TO BE DETERMINED</b>
07.	Publicised First Quarter Performance Report to Website			27/10/2016	31/01/2017	05/05/2017	<b>DATE TO BE DETERMINED</b>
08.	Submission of Quarterly Report PT/COGTA	PMS Unit		28/10/16	31/01/2016	06/05/2017	<b>DATE TO BE DETERMINED</b>

<b>MID-IN YEAR PERFORMANCE REPORT</b>						
	Tabling of Draft Mid-In year Reporting to SMT and Mayoral Committee	PMS Unit/Municipal Manager				<b>DATE TO BE DETERMINED</b>
	Tabling of Final Mid-In year Assessment Report to Council	PMS Unit/Municipal Manager				25/01/2017
	Publicised Mid-In year Performance Report to Website	PMS				31 January 2017

<b>QUARTERLY PERFORMANCE REVIEW</b>								
		Quarter One			<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>
		Quarter Two			<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>
		Quarter Three			<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>
		Quarter Four			<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>	<b>DATE TO BE DETERMINED</b>
<b>ANNUAL PERFORMANCE REPORT/EVALUATIONS</b>				<b>NB ANNUL PERFORMANCE REPORT AND ANNUAL PERFORMANCE EVALUATION WILL TIMEFRAMES WILL DETERMINE IN THE 2017/18 SCHEDULE</b>				